



**Planning & Community
Development Department**
1421 N Meadowwood Lane
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Liberty Lake, WA 99019
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ESPRESSO STANDS

Permits and inspections are required for all espresso stands, temporary, permanent, walk-up or drive-through. The purpose of this brochure is to provide you with information that will help prevent delays in processing a permit application for your stand.

What information will be necessary to complete the application?

To submit application for your permit, the following information needs to be provided:

- Parcel number of the proposed site.
- Legal description of the proposed site.
NOTE: This information can be found on your property tax statement or may be obtained from the County Assessor's office.
- Site plan, on 8 1/2 x 11 paper. A site plan should include location of all property lines, existing structure(s), proposed structures landscaping, parking, drainage, traffic pattern signs, and any outdoor lighting or signs.
- Construction drawings for footings/ foundation, and floor plan. Construction drawings should include foundation details, (illustrate anchorage system), floor plan, (with equipment list), details of accessibility (ramps, crosswalks, parking, handrails, etc.), details of construction, (framing, trusses, insulation, exits, plumbing, heating, etc.).
- The requirement for an architectural or engineering stamp on the drawings may be waived on drawings with sufficient clarity and detail, (Zoning may still require a landscape architect for any required landscaping).
- Additional information may be required. In the City of Liberty Lake all proposals must be reviewed by the Planning and Community Development Department as commercial facilities. Three (3) copies of the site plan and three (3) copies of the floor plan, building section, and non-residential energy code form are required.

How long will the application process take?

Proposals will be reviewed for compliance with applicable codes and routed to agencies with interest. Allow from one to three weeks for review and response time or permit issuance. Some items that cause delays in the process are incomplete or illegible drawings, plans, or documents that do not comply with minimum code requirements, etc. Providing complete and detailed site plans and construction drawings will greatly assist the review process.

How much will the permit cost?

Fees for building permits are based on valuation using standard market rates for similar types of use/construction. The actual fees are established by the Uniform Building Code and are based on the size and use of the structure. Please refer to the current fee schedule for the City of Liberty Lake or consult with department staff. Plan review fees are charged as a percentage of the building permit fee. Charges required by other departments or agencies will not usually be included in your building permit fee.

Will I need other permits or approvals in conjunction with my application?

Approvals or permits from other agencies may also be required prior to the release of your building permit.

- Authorization from the Spokane County Health District must be received prior to release of a certificate of occupancy. For minimum requirements and standards call (509) 324-1560.
- For curb cuts and street approach permits contact the Planning and Community Development Department.
- In the limits of the City of Liberty Lake, required electrical permits can be obtained from the Department of Labor and Industries 324-2640.

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- Landscaping, building setbacks, off-street parking and other requirements of the Zoning Code must be met. Contact the Planning and Community Development Department.
- For site drainage requirements contact the Planning and Community Development Department and the Liberty Lake Sewer and Water District.

Does a minimum size apply to espresso stands?

Minimum requirements of the Washington State Regulations for Barrier Free Facilities apply and usually dictate minimum area requirements. The interior of every espresso stand needs to have an unobstructed floor space not less than 60 inches in diameter. This area needs to be free from physical obstructions, including, door swings, to a height of 29 inches. This floor space may include toe spaces that are not less than 9 inches in height and not more than 6 inches in depth.

If walk-up services are provided, customers need to be provided service at a pass-through counter which does not exceed 36" above the adjoining grade.

Is a foundation required?

All espresso buildings need to be permanently attached to the ground. The attachment system needs to be capable of withstanding a wind load of not less than 70 miles per hour.

Espresso buildings in excess of 120 sq. ft. need to be attached to a foundation system. All such required systems need to meet the requirements of the current edition of the Uniform Building Code. The minimum depth of footings shall be 24 inches below grade. Movable, portable, or wheeled structures constructed off-site may require licensing by the Washington State Department of Labor and Industries, 901 N. Monroe, Suite 100. Please call (509) 324- 2640 for additional information. Pre-manufactured buildings, (commercial coaches or factory-built structures), must meet the requirements of, and have the correct label, black labeled commercial coach or gold labeled factory or off-site built structures, as supplied by the Washington Department of Labor and Industries. A relocation permit is required for existing structures not fitting those categories. Any movable, portable, or wheeled structure that is attached to a permanent sewage disposal system or remains on a site for more than 30 days becomes a permanent building and requires a building permit.

Where do I find minimum framing requirements?

All framing needs to meet the conventional construction provisions of Chapter 23, of the current edition of the Uniform Building Code, as amended by WAC 51-40. When roof trusses are used, truss diagrams from the truss manufacturer need to be submitted for review.

Do I need off-street parking?

At least one parking space must be designed to meet the van standard as described under WAC 51- 40, additional parking is also required dependent upon the size of the structure. No building permit can be issued until plans showing provisions for the required off-street parking have been submitted and approved. For more information regarding additional parking requirements contact the Planning and Community Development Department.

Anything else?

The following elements are required relative to the setting up of small, semi-portable buildings for use as "espresso" outlets.

- Barrier- free access must be provided (i.e. a ramp with a 5-foot by 5-foot landing) for any espresso stand placed on a site. The maximum slope for a ramp is, 1 vertical in 12 horizontal.
- An accessible restroom must be available, either in the espresso stand or in an adjacent building on the site.
- A minimum aisle space of 36 inches in unobstructed width with a minimum length of 48 inches must be provided in the espresso outlet building.
- Any sit down seating, including a deck, will require full compliance as a restaurant, (one accessible restroom, unless determined occupant load is 10 or more, then 2 accessible restrooms, water sewer, etc.); All sit-down seating is required to be accessible.
- Water and sewer connections from the serving agency are required for all food service (espresso), units that are required to have a building, land use, or relocation permit.
- All of these buildings will be labeled by the Washington Department of Labor and Industries with either a gold or black label. No other type of building will be issued a temporary permit.

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Jurisdiction Contact List:

Liberty Lake Sewer and Water District 922-5443

Denny Ashlock Building

22510 E. Mission

Liberty Lake, WA 99019

Planning & Community Development 755-6707

1421 N. Meadowwood Lane

Liberty Lake, WA 99019

Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the City of Liberty Lake Planning and Community Development Dept.